

Zoning Codes Enforcement Officer

Dept: Planning and Zoning

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work enforcing zoning ordinances and various codes, inspecting properties, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Planning and Zoning Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Enforces County Zoning Laws, Litter Ordinance and State Litter Laws.
- Investigates violations and pursues case resolution.
- Prepares and maintains case files; prepares reports.
- Performs roadside clean-up.
- Assists in conflict management for County citizens.
- Collects information for the Development Impact Analyses.
- Serves as a member on various committees and associations.
- Assists County citizens with land use questions.
- Prepares, presents and testifies in Civil Court, Criminal Court and before the Board of Adjustments.
- Assists State Agencies with information regarding environmental problems in the County.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

General knowledge of zoning ordinances and various environmental codes; general knowledge of legal procedures related to the enforcement of ordinances and codes; thorough skill reading and interpreting blueprints, site plans and designs and ensuring compliance with appropriate ordinances and codes; general skill creating and maintaining records and reports; general skill operating standard office equipment, hardware and software; ability to prepare factual reports and present same to appropriate board or commission; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to attend building code training courses, local and national code conferences and building inspector association meetings related to changes and advancements of new code requirements; maintains state and national training continuing education credits to keep mandatory inspection certifications current; ability to compute rates, ratios and percentages; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to communicate effectively, both orally and in writing; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with contractors, public officials, design professionals associates and the general public.

Education and Experience

Associates/Technical degree with coursework in planning, land use, or related field and one to three years experience working in planning, land use, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and reaching with hands and arms and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to toxic or caustic chemicals and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- North Carolina code enforcement certification.
- North Carolina zoning officials certification course.
- Valid North Carolina Driver's License within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date